

# Job Description

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**Job title:** Director of Learning - Computer Science & Media  
**Reports to:** Principal  
**Location:** Stationers' Crown Woods Academy

## Key Responsibilities

### Academy Performance

- To promote the highest of expectations and inspire innovation and creativity across Computer Science and Media through high quality teaching and the establishment of a caring, respectful and inclusive learning environment that challenges members of our community to be the very best they can be
- To be responsible for the performance of Computer Science and Media across the academy through strategic planning identifying areas for development with key timeframes for action and appropriate intervention and follow up
- To develop, effectively monitor and evaluate and rigorously follow up curriculum planning, teaching approaches and assessment and reporting procedures
- To ensure the learning needs of every individual student are met and to respond proactively where gaps in performance become evident from data analysis and from the quality assurance of provision in all classes across all year groups
- To develop, effectively monitor and accurately review teacher and student performance in Computer Science and Media across the Academy
- To ensure Academy policy with regard to attendance, punctuality and behaviour is implemented effectively and regularly evaluated and that all actions taken align with our academy vision and values
- To report to the Wider Leadership Team on the performance of the Computer Science and Media across the academy
- To ensure that the Learning Support Policy is effectively delivered and in accordance with DFE, LAT and Academy guidelines
- To ensure equal opportunities issues are addressed.

### Staff

- To develop strong teamwork and collaborative approaches to all aspects of academy life that align to our academy shared vision and values
- To line manage all staff in Computer Science and Media effectively in order to ensure the highest of expectations and aspirations are at the core of all strategic and operational decisions made
- To celebrate successes and achievements of individuals within the team and to regularly
- To lead on facilitating team and individual high quality professional development that is tailored to the needs of the subject, takes into account the academy strategic priorities and reflects current educational issues at national and local level
- To effectively challenge under performance, implement support where necessary and follow up rigorously
- To monitor, track and intervene through a strong understanding of data and data systems
- To manage cover during staff absence
- To work / liaise with the Wider Leadership Team Students

- To ensure that all students receive their entitlement to an inclusive education in a caring and respectful environment that challenges them to be the very best they can be.
- To ensure that students have access to high quality, relevant and engaging resources for learning.
- To form and maintain appropriate relationships and boundaries with students to safeguard their welfare.

### Resources

- To work closely with the academy Wider Leadership Team in deciding the best use of resources across the academy
- To produce a plan detailing the deployment of resources in Computer Science and Media
- To demonstrate commitment to innovations that are in the best interests of our students.

### Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

### Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.